



Province of the
EASTERN CAPE
EDUCATION



**CHIEF DIRECTORATE:
EXAMINATIONS AND ASSESSMENT**

**MONITORING INSTRUMENT FOR
THE WRITING OF 2021 NSC
GRADE 12 PREPARATORY
EXAMINATION**

**AUGUST/SEPTEMBER
2021**

September 2021 National Senior Certificate Examination

NAME OF EXAMINATION: _____

DATE: _____

ARRIVAL TIME: _____

CENTRE NAME (and CENTRE NO): _____

PHYSICAL ADDRESS OF CENTRE: _____

CONTACT NUMBER: _____

CENTRE MANAGER/PRINCIPAL/CAMPUS HEAD: _____

SUBJECT	NUMBER OF CANDIDATES	INVIGILATORS

AREAS OF OBSERVATION	REMARKS/COMMENTS
A. REGISTRATION OF CANDIDATES	
1. How many candidates are enrolled for the subject at your institution?	
2. Are regulations on the conduct of the examination, read to candidates prior to the commencement of the examination?	
B. MANAGEMENT OF THE EXAMINATION	
1. Where are examination question papers and answer books stored?	
2. Who has access to the storage facility?	
3. What security measures are in place (safe, location, burglar alarm, guards, access control, fire extinguisher)?	
4. Was the requested number of question papers received?	
5. On receipt, were all the security bags sealed?	
6. Is the examination timetable, manual for examinations and seating plan available?	
7. What procedures are followed regarding cellphones?	
Were the invigilators trained for this examination?	
8. What procedure is followed when a candidate arrives late for an examination?	
9. What procedure is followed when a candidate temporarily leaves the examination room during the writing of the examination?	
10. What procedure is followed when a candidate completes the examination before the scheduled time?	
11. What measures are in place to ensure that teachers do not invigilate the subjects that they teach?	

C. THE EXAMINATION ROOM	
1.	Is the location of the examination room clearly indicated?
2.	Is the environment conducive for the writing of examinations? Refer to the following:
	(a) Ventilation
	(b) Noise
	(c) Light and temperature
	(d) Cleanliness and availability of sanitiser
	(e) Water
3.	Are candidates seated according to the prescribed Covid 19 Protocol?
4.	Is the start and finish time of the examination clearly displayed to candidates?
5.	Is there any material in the room that could assist candidates during the examination?
6.	Who opens the security bags containing question papers?
7.	Are candidates asked to verify that they are writing the correct paper?
8.	Are candidates allowed to read the question paper before they start writing? (10 minutes reading time)
9.	Is a five minutes warning before the end of examination given to candidates?

CRITICAL AREAS NEEDING URGENT ATTENTION:

COMMENTS BY CHIEF INVIGILATOR:

COMMENTS BY MONITOR:

CHIEF INVIGILATOR: _____

SIGNATURE: _____

MONITOR: _____

SIGNATURE: _____

DATE: _____